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X-B+H

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APR 8 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Tables vs Desks

1. For a long time I have been interested in the question of why not use tables instead of desks in this Agency - for the obvious reason. Also, there have been seven other people so interested in it as to have made suggestions within the Incentive Awards Program.

2. The only answer that I can find on the subject is an innocuous exhortation contained in Agency Notice [REDACTED] dated 15 August 1953, which I quote as follows:

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a. "DESKS vs TABLES - Many desks are used for their working surfaces only. Their drawers are not allowed to be used for reasons of security. An office table with the same dimensions as the standard desk costs \$36.80 less than the desk, and is equipped with drawers for paper, pencils, etc. Wherever possible, services personnel and administrative officers should request tables for new personnel."

b. Agency Regulation [REDACTED] dated 29 April 1955, "Executive Furnishings" deals with the GS-15 level and up. Contained in the Table of Allowances is this sentence: "Consistent with the Agency Supply Economy Program, less expensive items will be requisitioned whenever possible, e.g., tables instead of desks."

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c. A rough cost comparison is as follows:

	Class		
	A	C	C
	66"	60"	45"
Desk	\$210	\$83	\$53
	60"	60"	36"
Table	\$79	\$45	\$23

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3. Logistics has stated that any desks turned in will be refurbished and re-issued, but if large numbers of desks were turned in they would salvage them through GSA and probably get no cash or other credit. But, of course, in the re-issue of these desks to other agencies, the taxpayer doesn't have to buy a new one.

DD/S subject

4. Why would it not be constructive to arbitrarily select three of your Staffs or Offices and ask this question: "How many desks (except typists) can you turn in for replacement with tables? - If not in any one case - why not?" Then, on the basis of this trial run, determine how we might approach the Agency as a whole.


Chief, Management Staff

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